

WHO DOES WHAT?
Responsibilities in Board / Staff Relationships

Listed below are a variety of common responsibilities associated with staff and board leadership for nonprofit organizations. Identify in the blanks the group or individual primarily responsible for the activity listed:

Board (policy makers) = B
Executive Director/Staff= E
Board/President & Staff (shared) = SH

1. Develop and formulate the organization's strategic plan, goals, and objectives. _____
2. Employ the organization's Executive Director. _____
3. Assure the organization's Mission is implemented and achieved. _____
4. Establish policies to guide the organization's work. _____
5. Prepare a preliminary budget. _____
6. See that the organization's expenses operate within the budget during the year. _____
7. Assure that the organization has sufficient resources to achieve its goals. _____
8. Employ a program director. _____
9. Recruit and educate volunteers for committees. _____
10. Serve as a committee chair. _____
11. Plan the agenda for a Board or Committee meeting. _____
12. Monitor the implementation of planning and policy decisions of the Board. _____
13. Recruit new Board members. _____
14. Encourage attendance at the Board meeting. _____
15. Arrange for the orientation of new Board members. _____
16. Be the final legal authority for the organization. _____
17. Interpret positively the organization's program and work in the community. _____
18. Train organization volunteers. _____
19. Direct staff. _____
20. Write a proposal for a foundation or government grant. _____
21. Develop the annual fund-raising campaign strategy. _____
22. Contribute to the organization's annual fundraising effort. _____
23. Recommend the salaries for staff. _____

24. Speak to business and civic groups as part of the organization's Marketing plan. _____
25. Fire an office assistant. _____
26. Be a member of the organization's development committee. _____
27. Adopt policies for fiscal management and investment programs. _____
28. See that the Board functions properly. _____
29. Supervise the management of property and equipment. _____
30. Effect a sound system of record keeping. _____
31. Determine overall program, fiscal, and management policies. _____
32. Submit annual reports to the **IRS**. _____
33. Review and update organizational bylaws. _____
34. Evaluate the organizational mission. _____
35. Maintain financial solvency through fiscal planning, management, and fundraising. _____
36. Evaluate the Executive Director. _____
37. Oversee day-to-day operations of organization. _____
38. Report progress on volunteer activities, finances and program results. _____
39. Represent the organization to the public. _____
40. Implement the long-term goals and annual objectives. _____
41. Devote time to staff improvement. _____
42. Handle administrative responsibilities. _____
43. Implement the organization's fundraising plan. _____